



STATE OF RHODE ISLAND BOARD OF EXAMINATION AND REGISTRATION OF ARCHITECTS

COA RENEWAL/AMENDED
APPLICATION

1 Capitol Hill, 3rd Fl.
Providence, RI 02908
www.bdp.state.ri.us

Phone: (401) 222-2565 Fax: (401) 222-5744

Application and Instructions for Renewal/Amended Certificate of Authorization (COA)

TITLE 5

Businesses and Professions

Chapter 5-1 Architects

5-1-15.1. Certificate of authorization for sole proprietorships, partnerships, or corporations. - (a) A partnership or corporation is admitted to practice architecture in this state if:

(1) Two-thirds (2/3) of the partners (if a partnership) or two-thirds (2/3) of the directors (if a corporation) are registered under the laws of any state or any reciprocal jurisdiction as defined by the National Council of Architectural Registration Boards to practice architecture or engineering;

(2) One-third (1/3) of the partners (if a partnership) or one-third (1/3) of the directors (if a corporation), are registered under the laws of any state or reciprocal jurisdiction as defined by the National Council of Architectural Registration Boards to practice architecture; and

(3) The person having the practice of architecture in his or her charge is himself or herself a partner (if a partnership) or a director (if a corporation) and registered to practice architecture in this state.

(b) The board is empowered to require any sole proprietorship, partnership, or corporation practicing architecture in this state to file information concerning its officers, directors, and other aspects of its business organization, upon any forms that the board prescribes.

(c) The practice or offer to practice architecture as defined by this chapter by a sole proprietorship, partnership, or corporation, subsequently referred to as the "firm", through one or more architects registered under the provisions of this chapter, is permitted provided that the registered architect(s) are in direct control of the practice or exercise personal supervision of all personnel who act in behalf of the firm in professional and technical matters; and provided, further, that the firm has been issued a certificate of authorization by this board.

(d) Within one year after enactment of this chapter, every firm must obtain a certificate of authorization from this board, and those individuals in direct control of the practice or who exercise personal supervision of all personnel who act in behalf of the firm in professional and technical matters must be registered with the board. The certificate of authorization is issued by the board upon satisfaction of the provisions of this chapter and the payment of a fee as determined by the board in accordance with § 5-1-11. This fee is waived if the firm consists of only one person who is the registered architect. Every firm must file with the board an application for a certificate of authorization on a form provided by the board.

(e) Every certificate of authorization is valid for a period of two (2) years and expires on the last day of December of each even numbered year following its issuance. A separate form provided by the board is to be filed with each renewal of the certificate of authorization. The firm shall complete a renewal form within thirty (30) days of the time any information previously filed with the board has changed, is no longer true or valid, or has been revised for any reason. If, in its judgment, the information contained on the application and/or renewal form is satisfactory and complete, the board will issue a certificate of authorization for the firm to practice architecture in this state. The board may require all applicants for renewal to provide the board with information, including but not limited to, a brief outline setting forth the professional activities of any applicant during a period in which a certificate of authorization has lapsed and other evidence of the continued competence and good character of the applicant, all as the board deems necessary.



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INSTRUCTIONS FOR CORPORATIONS

RENEWAL APPLICATION

1. Complete the Certificate of Authorization (COA) renewal application, **have it notarized**, and mail it to the Board with the \$50.00 renewal fee and/or \$50.00 name change fee. There is no fee to add or change a person in responsible charge. **If you are the only employee in your firm, you are exempt from the fee.**
2. **A copy of a current Certificate of Good Standing must accompany your application and renewal fee. You may obtain this form at the Office of the RI Secretary of State Corporate Division or phone at (401) 222-3040. If you wish to have your certificate mailed to you, you must request this by mail at the following address: Secretary of State Corporate Division, 100 No. Main Street, Providence, RI 02903 and include a \$5.00 fee.**
3. After review and acceptance of renewal application, you will be sent a renewal letter and sticker to be placed on your wall certificate.

INSTRUCTIONS FOR PARTNERSHIP AND SOLE PROPRIETORSHIP

RENEWAL APPLICATION

1. Complete the Certificate of Authorization (COA) renewal application, **have it notarized**, and mail to the Board with the \$50.00 renewal fee and/or \$50.00 name change fee. **If you are the only employee in your firm, you are exempt from the fee.**
2. After review and acceptance of renewal application, you will be sent a renewal letter and sticker.

THERE IS NO FEE TO ADD OR CHANGE A PERSON IN RESPONSIBLE CHARGE.



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Name under which services will be offered.

Name: _____

Address: _____

City State Zip

Phone: _____ Fax: _____

RENEWAL FEE: \$ 50.00

NAME CHANGE FEE: \$ 50.00

PENALTY FEE: \$ 25.00

(Make check payable to: Treasurer State of RI)

Corporation Limited Liability Company

Sole Proprietorship Limited Liability Partnership

Partnership

RENEWAL DUE DATE: 12/31.

List all Rhode Island licensed architects in responsible charge who act on behalf on the firm.

I hereby certify that I am familiar with and agree to comply with the Rhode Island laws and regulations governing the practice for which I am licensed. Whereupon I have caused my signature to be affixed to this application under oath.

Name	Title	Home Address	Signature	RI Lic. No.

Have you or any partner, majority shareholder, or member of the Board of Directors had his or her license to practice architecture revoked or suspended in any State? **Yes** ____ **No** ____ If yes, state the name and address of such person and the nature of such revocation or suspension. If any charges are pending, please explain briefly on a separate sheet.

If you are the only employee in your firm, you are exempt from the fee if you complete this section.

"I hereby certify that I have no employees and that I am the sole Rhode Island licensed architect of the firm and the individual in responsible charge."

Signature: _____

**** Required information below - provide the name of all directors or partners, two-thirds (2/3) of whom must be registered engineers or architects, and one third (1/3) of whom must be registered architects. Please note that the person(s) listed in responsible charge must be a registered architect in the State of RI and also must be a director or partner of the firm.

I am aware that the Certificate of Authorization may be revoked if any agent employee, director or officer of the corporation violates or causes to be violated any provisions of those laws or regulations governing the practice of architecture in RI.

Name of Director or Partner	Director (D) Partner (P)	Title in Firm	Profession	Signatures

Signed: (Director) _____ Title: _____ Date: _____

Before me personally appeared the signer of the above and executed this application for the purposes stated by signing his/her name. In witness thereof: Subscribed and sworn to before me this ____ day of _____.

County and State

Signed (Notary Public)

Date Commission Expires

Notary Seal